United States Pretrial Services Western District of Washington

Vacancy Announcement

#09-WAW-17

July / August 2009

U.S. Pretrial Services Officer

Court Personnel System Classification Level: CL 25 to 28
Developmental Salary Range \$41,289 to \$71,889
Full Performance Salary Range \$51,639 to \$93,462
Depending upon experience and qualifications
Additional promotion potential without further recruitment

Position open until filled; preference given to resumes received by August 7, 2009.

U.S. Pretrial Services is currently accepting applications for a Pretrial Services Officer. Information about Pretrial Services may be found on our website: http://pretrial.wawd.uscourts.gov/

Location of this position is at the discretion of the Chief, and will be in Seattle or Tacoma. Frequent travel between offices may be required. More than one position may be filled from this announcement.

REPRESENTATIVE DUTIES:

Pretrial Services Officers conduct bail investigations on defendants charged with federal offenses to assess the risks of nonappearance and danger. After interviewing the defendant and verifying information, the officer makes recommendations to the court regarding detention or conditions of release. Conditions of bond may include, but are not limited to, urine testing, electronic monitoring, halfway house placement, substance abuse, and other treatment.

Additionally, the officer supervises defendants released on bail or pretrial diversion to ensure compliance with the conditions of release and/or to reduce nonappearance and danger concerns. The officer assists defendants with necessary services; notifies the court and the U.S. Attorney of all apparent violations; attends court hearings as required; provides testimony as needed; and performs administrative and case management functions and special projects, as assigned.

GENERAL QUALIFICATIONS:

<u>Required Education</u>: Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

<u>Strongly Encouraged Education</u>: A master's degree or higher.

<u>Specialized Experience</u>: A minimum of one year specialized experience is required. Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment, mental health treatment, or social work/services. Experience as a police, custodial, or security officer is not creditable.

<u>Educational Substitutions</u>: Completion of one academic year (30 semester or 45 quarter hours), of graduate work in a field of noted above equates to one year of specialized experience. Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience.

PREFERRED QUALIFICATIONS:

- Ability to organize, prioritize work schedule, and work independently with minimal supervision.
- Ability to work under tight deadlines in a fast paced and challenging environment, managing stress and maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion with the defendant population and their family/support system.
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes defendants, law enforcement and collateral agency personnel at different government levels, and community service providers.
- Ability to interview and establish rapport with defendants and their families/support systems, contacts at collateral agencies and others for the purpose of supervision and investigation.
- Excellent written and oral communication skills.
- Skill in the use of automated equipment including word processing, spreadsheet, and database applications.
- Preference will be given to candidates fluent in Vietnamese.
- Preference given to candidates with a master's degree in social sciences, criminal justice, or a related field.

MEDICAL REQUIREMENTS:

The duties of Pretrial Services officers require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of defendants, the duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at http://www.uscourts.gov/. Pre-employment medical examinations for current Federal Probation and Pretrial Services officers and officer assistants are at the discretion of the Chief and may not be required.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

MAXIMUM ENTRY AGE

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

INFORMATION FOR APPLICANTS:

Qualified applicants should submit a <u>cover letter and resume</u> to:

Human Resources (#09-WAW-17)
U. S. District Court
U.S. Courthouse
700 Stewart Street
Seattle, WA 98101

or via e-mail (Word, WordPerfect, or Acrobat .pdf format) to:

seattle_personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS:

Employees of the United States District Court are <u>not</u> covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. These include:

- 13 days' paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year dependent upon length of federal service;
- 13 days of paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies or the military will be added to judiciary employment.